



CITY OF SAN BRUNO

Community Services Department

MINUTES

Parks and Recreation Commission

Meeting

March 17, 2021

1. **Call to Order/Roll Call/Pledge of Allegiance:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:31 p.m. Commissioners Present: Chair Palmer, Vice Chair Gonzales, Greenberg, Nigel, and Zamattia. Commissioners Excused: Martinucci, Zastrow. Staff Present: Brewer, Mottola, and Venezia.

Director Mottola led the Pledge of Allegiance

2. **REVIEW OF AGENDA: MSC Gonzales/Nigel.** Unanimous.
3. **ACCEPTANCE OF THE MINUTES:** Minutes from February 17, 2021. **MSC Gonzales/Nigel.** Unanimous.
4. **CONSENT CALENDAR:** None.
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** None.
6. **UNFINISHED BUSINESS:**
 - a. Presentation on Recreation and Aquatics Center Project Status – **Director Mottola** updated the project with a PowerPoint presentation and fly-throughs. Bidding due date is March 23rd. **Commissioner Greenberg** asked if the City still believes in low bid wins. **Director Mottola** stated that she will need to find out.

The Tom Lara Field parking lot will be redesigned and repaved with parking spaces added. Bids are due on March 26th with construction beginning in May.

Several things have been happening to get ready for the construction phase of the RAC. The Memorial Structure was relocated to the west of the tennis courts in January. In February the fiber optics were rerouted. Staff has relocated to Fireman's Hall.

The Business Plan will be presented to the Community Foundation at their next meeting in April. Groundbreaking will most likely start in July with a 22 month construction period.

There are a few ideas being discussed about how to repurpose the gym floor in the new facility. **Commissioner Nigel** asked about noise from the gym. **Chair Palmer** explained that the gym will be on the same floor as most of the meeting room spaces rather than above so noise should be eliminated.

Commissioner Greenberg asked about the outdoor pool still being off the table, about a designated hall of fame, and about a time lapse of demolition. **Director Mottola** explained that the outdoor pool is still in question until the bids are in and a time lapse is being looked into. **Chair Palmer** said the hall of fame would be taken

up later and **Director Mottola** stated that virtual kiosks are being explored for exhibits.

Commissioner Zamattia asked for clarification about the donor wall. **Director Mottola** stated that it is still in development. There is a gap in funding. Donations would be to support the mission of the facility and the community that it serves.

- b. Establish Subcommittee Meeting for Community Recognition Award Nomination Review – **Superintendent Brewer** announced 8 nominations were received. The subcommittee of Commissioners Nigel, Greenberg, and Zamattia will be reviewing the nominations on April 5th and they will make a recommendation at the next regular commission meeting in April. Award will be given in May. **Commissioner Greenberg** asked how many nominations are carryover and how many are new. **Superintendent Brewer** stated that 3 are carryover and 5 are new.

7. NEW BUSINESS:

- a. Review of Proposed Changes to the Master Fee Schedule for the Recreation Division of the Community Services Department – **Director Mottola** presented the proposed changes to the master fee schedule. The last changes with this level of detail were in 2005. All Community Services programs were looked at, calculated the cost for service, and benchmarked our fees against communities contiguous to San Bruno and as a result made recommendations to change the fee schedule with a few goals in mind. We wanted to create a more user friendly and simplified fee schedule, to streamline fees and discounts for indoor and outdoor rentals, and to remove fees for recreation programs from the fee schedule in order to move to a more dynamic process of cost recovery model.

The most significant change is to the fee structure. It was proposed to go from five rates to three rates to norm the process by which we discount things.

Staff is recommending that all fees are taken out of the master fee schedule and move to a cost recovery model. This is being proposed because it allows for more flexibility in developing programs and response to the changing trends of the community.

Commissioner Nigel stated that this streamlines what we have now.

Commissioner Zamattia thought it was a bad time to be raising prices.

Commissioner Greenberg asked about distinction between non-profits and indoor and outdoor percentages. **Director Mottola** explained that the contiguous cities were benchmarked and it was consistent that it was 50%. **Commissioner Greenberg** thought the jump from \$15 to \$25 for staff was a big raise. She liked there were no changes to Senior programs and special events. In regards to the youth sports program, she thought this was a huge increase and she was in line with

Commissioner Zamattia about it being a bad time for raising fees. **Director Mottola** explained that there is no change right now at the first tier. This gives us the latitude to increase fees if our overhead goes up and not have to go back to Council for incremental increases. The field user fee has not increased.

Vice Chair Gonzales was grateful for the report. Job well done.

Chair Palmer explained there will be another report going to City Council once the new building is online and programs are identified. There will be other cost recovery methods used such as memberships. This will make it easier on the public and way easier on staff.

8. ITEMS FROM COMMISSIONERS:

Commissioner Nigel stated the SB Community Foundation is starting their process of reading 58 scholarship presentations. Many past winners have worked or volunteered at the Recreation Center. CA Parks and Recreation Foundation Scholarship Committee gave out 12 scholarships recently. He found a video from

1994 of the first telecast of the Park and Rec Commission and gave it to Chair Palmer to include in the historical files. Thanks to Danielle to sending out the email about the workshops.

Vice Chair Gonzales thanked staff for clearing out the ivy at Grundy Park. Many people have asked her about the monument by the tennis courts. She asked if it can be put on the agenda to do something to explain what it is at the monument.

Superintendent Brewer stated that the artist will be sending her the story. It is called Reflections. Staff will research a way to display the story. **Vice Chair Gonzales** asked about trash cans at Florida Avenue Park. **Supervisor Venezia** stated that trash cans haven't been placed yet, but is looking into the ideal location.

Commissioner Greenberg stated that the Reflections monument looks very nice and was impressed with the relocation. She asked about the trees that were chopped down at Crestwood and Rollingwood. Many rounds were left behind.

Supervisor Venezia stated that he is in contact with the permit owner. She asked for the number of parks workers. **Supervisor Venezia** stated there are seven full time employees on the parks crew. The number doesn't include the tree crew or himself.

9. **ITEMS FROM STAFF:**

Superintendent Brewer announced that the spring events will be rolling out soon. Next month there will be a report of them. She will add the commissioners to the mailing list for the senior newsletter to show the fun things that are happening.

Commissioner Greenberg asked about how bingo was held and where she could find the daily meals. **Superintendent Brewer** explained that the various ways bingo cards could be received and that the meals aren't advertised because a person has to be part of the program to get a meal.

10. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:47 p.m.